

MARYLAND STATE HIGHWAY ADMINISTRATION
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT
CONSULTANT SERVICES DIVISION
707 NORTH CALVERT STREET
BALTIMORE, MARYLAND 21202

September 8, 2022

Contract No.: BCS 2022-10
Description: Environmental
Engineering and Compliance
Services, Statewide

EXPRESSION OF INTEREST ADDENDUM NO. 2

To All Consultant Candidates:

Please be advised that the Expression of Interest due date for this contract has been changed from **September 8, 2022, by 12:00 PM (NOON).** The Expression of Interest are now due on **September 29, 2022, by 12:00 PM (NOON).** Expression of Interests received after the deadline will not be accepted no matter how transmitted and will be returned unopened to the Consultant.

This addendum is being issued on the Advertisement for BCS 2022-10. All prospective Consultants must acknowledge the clarifications, revisions, additions and/or deletions listed below for this Expression of Interest Addendum No. 2 by signing, dating and attaching this addendum in the front of their Expression of Interest submittal. Failure to attach this signed and dated Addendum No. 2 in the Expression of Interest submittal may result in rejection.

REDLINE REVISION (RLR)

- RLO1:** ~~Key Staff 1: Civil Engineer or Environmental Engineer registered as a Professional Engineer (P.E.) in the State of Maryland with a minimum of ten (10) years of recent experience in facility site design and related infrastructure (e.g. fuel storage systems). This individual must be employed by the Prime/JV;~~
- RLR1:** **Key Staff 1: Civil Engineer or Environmental Engineer registered as a Professional Engineer (P.E.) in the State of Maryland with a minimum of ten (10) years of recent experience in facility site design and related infrastructure (e.g. fuel storage systems). This individual must be employed by the Prime/JV who will serve as Project Manager and the Primary Liaison.**
- RLO2:** ~~Key Staff 2: Environmental Scientist with at least a bachelor's degree in environmental science or related field and a minimum of ten (10) years of recent overall environmental compliance experience with at least five (5) years of recent experience in multimedia environmental compliance for facilities and at least two (2) years of recent experience in Environmental Management Systems (EMS). This individual must be employed by the Prime/JV;~~

RLR2: Key Staff 2: Environmental Scientist with at least a bachelor’s degree in environmental science or related field and a minimum of ten (10) years of recent overall environmental compliance experience with at least five (5) years of recent experience in multimedia environmental compliance for facilities and at least two (2) years of recent experience in Environmental Management Systems (EMS). This individual must be employed by the Prime/JV who will serve as the Secondary Liaison.

CONSULTANT QUESTIONS

The following questions are written Expression of Interest Questions received prior to the deadline of 12:00 pm on September 1, 2022, from consultant candidates. The responses are provided for clarification to all candidate in bold after the questions:

Q1: Who are the incumbents for this?

A1: KCI Technologies, Inc.; Skelly and Loy, Inc; AECOM Technical Services, Inc.; EA Engineering, Science and Technology, Inc.

Q2: Is there a maximum number of firms that will be asked to submit technical proposals? For instance, will only the ten most highly ranked firms based on the qualification submitted, be asked to submit technical proposals or will all firms who are deemed to be qualified, be asked for technical proposals?

A2: The advertisement states that key staff and example projects may be rated in order to develop a reduced candidate list (see advertisement page 13-14). MDOT SHA does not have a pre-determined number of offerors that will be invited to submit technical proposals.

Q3: Does a Joint Venture have to be in good standing with the Maryland Department of Assessments and Taxation at the time of EOI submission or can a JV obtain this at the time of final contract selection?

A3: A new Joint Venture doesn’t have to be in good standing with Maryland Department of Assessments and Taxation. But all the individual firms of the Joint Venture must individually be in good standing with the Maryland Department of Assessment and Taxation.

Q4: The procurement timeline indicates that questions are due on September 1 at noon. Does SHA intend to issue responses to questions submitted on a rolling basis or does SHA intend to issue a response to all questions after the deadline? If the latter, would SHA consider a one-week extension of the EOI due date to incorporate any necessary information into the extensive EOI requirements, in light of the holiday on September 5?

A4: All questions are consolidated after the question deadline and responded to afterward. The Expression of Interest are due on September 29, 2022, by 12:00 PM (NOON).

- Q5: Please confirm that MDOT MBE Forms A, B, C, and D are not required to be submitted at the EOI stage of this procurement.
- A5: MDOT MBE forms A, B, C and D are not required to be submitted at the EOI stage of this procurement. MBE forms A and B are required at the time technical proposals are submitted. MBE forms C and D are required at the time price proposals are submitted for offerors selected for contract award.**
- Q6: The RFP requires that contractors “interested in submitting an EOI must comply with the ‘Special Provisions. Affirmative Action Requirements. Utilization of Disadvantaged Businesses...’”. Furthermore, the instructions read, “See Attachment VI of the MDOT SHA Request for Proposal...” Per Attachment 6, “DBE/MBE Participation Program - Means the documents submitted by the bidder or proposer pursuant to the appropriate special bid provisions. The Minority Participation Program will consist of the MDOT Schedule for Participation of DBE/MBEs, the MDOT Minority Contract Project Disclosure and Participation Statement, and where appropriate, the MDOT DBE/MBE Disclosure Affidavit with documentation, the MDOT Joint Venture Disclosure Affidavit and the Minority Contractor Unavailability Certificate. Please confirm whether the above forms are required in the EOI submission.
- A6: See A5 – offerors invited to submit technical proposals will be required to provide additional information that will be communicated in MDOT SHA’s request for technical proposals. Additionally, those offerors selected for contract award will also need to complete additional forms prior to contract award.**
- Q7: Per the Required Information, “The Consultant shall submit electronically the documents outlined below. One (1) complete .pdf file of the EOI submittal, with subfolders containing the associated, individual .pdf files for each section required herein. Subfolders and sections must be clearly named. All .pdf documents must have the naming convention of BCS 2022-10-Name Identifying the Document (i.e., BCS XXXX-XX – ABC Firm – Letter of Interest).” Please clarify whether MDOT prefers one PDF file with each required section of the EOI added as an embedded file or one PDF that is bookmarked with the required sections of the EOI.
- A7: The consultant will submit one pdf file that includes all of the required sections listed in the advertisement. In addition to the combined file, offerors must also submit individual section files.**
- Q8: Please clarify whether we may submit an introduction to Key Staff, as long as it’s within the 5 total pages.
- A8: Per Section H-Additional Information of the advertisement, the consultant must submit one (1) page to certify that the key staff individuals meet the education, experience, registration/licensure, expertise, and all other professional qualifications specified in the advertisement. This one (1) page is in addition to the four (4) resumes.**

Q9: During the Pre-Proposal Conference, it was mentioned that the Investment Activities in Iran signed certification as per language listed on the BPW Advisory page is not required with the EOI submission. Could MDOT please confirm this is correct?

A9: The Investment Activities in Iran signed certification is not required with the EOI submission. This certification is included as a part of the “Bid/Proposal Affidavit” and is required later in the procurement.

Q10: The RFP requires that consultants who submit EOIs must clearly set forth the DBE Prime firm(s) and DBE subconsultant(S) proposed for goal attainment indicating:

Firm’s name and address,
The proposed work,
Percentage of total work,
MDOT certification number, and
Applicable NAICS

Please confirm where the consultant should include the above information. If it should be included in the Letter of Interest, would MDOT consider extending the page count for the Letter of Interest to 3 pages?

A10: The consultants shall include the MBE subconsultants information in form SF 330 PART I- CONTRACT-SPECIFIC QUALIFICATIONS section C.

Q11: During the Pre-Proposal Conference, it was mentioned that the contract requires MBE participation, rather than DBE participation as stated in the RFP. Please confirm that for the purpose of this contract, a goal of 25% has been established for MBE participation and that participation by Women and Veterans owned businesses will not count toward the stated goal.

A11: This contract has a 25% MBE Goal. There are no subgoals, but an MDOT Certified MBE firm that is classified as Woman Owned may participate and be counted toward the MBE Goal. This contract does not have a VSBE goal.

Q12: Per the RFP, “Outside Key Consultants (Sub-Consultants) should be documented in Part I, Section C of the SF 330. Please follow the directions provided in Step VI below, Special Requirements – DBE Provisions to complete Section C 11 for MDOT certified MBE/DBE firms. It is anticipated that one or all of the Key Staff may be required to provide environmental permit compliance services on-site at SHA facilities or project sites.”

During the pre-proposal conference, it was mentioned that we won’t be required to name our MBE firms at the EOI stage. Would MDOT please clarify whether we need to list our MBE subcontractors in Section C of the SF330.

A12: See A10

Q13: Can you please clarify the page limit for the SF 330 Section E resumes? The advertisement states "A separate Section E form should be completed for each Key Staff

proposed not to exceed five (5) pages total." There are only four Key Staff. Please confirm there should only be four pages.

A13: See A8

Q14: A Project Manager or Primary Liaison was not specifically asked for in any of the Key Staff roles. Should we assume Key Staff 1: Civil Engineer is also the Project Manager and Primary Liaison?

A14: See RLR1

Q15: Is a Secondary Liaison required to be called out at this stage of our submission?

A15: See RLR2

Q16: Please clarify which MBE forms are required to be sent in with the EOI. If specific forms are required, please provide those forms on eMMA or a link to the appropriate forms.

A16: See A5

Q17: The SF330 PDF forms found on the MDOT SHA webpage are locked and cannot be separated by section for easy fill. To address, the document can be converted to Word. However, when converted the documents are slightly altered based on computers and fonts available and the margins are slightly affected. Is there a margin requirement with the SF330 that would mirror the PDF? Or is it the contractor's best effort as long the converted documents mirror the PDF as closely as possible? If required to be exact, please provide the documents in Word.

A17: MDOT SHA confirmed that the form located on our website functions properly – <https://roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=767> under the "Standard Forms" section titled "Standard Form 330 – A&E Qualifications. The SF 330 fillable form is also available on the GSA website as well at <https://www.gsa.gov/forms-library/architect-engineer-qualifications>

Q18: MDOT SHA requires select information on the Letter of Interest per page 7 of the EOI. We would like to provide a list of confidential information as requested on page 13 but there is limited space and not all needed information will fit. We request that MDOT SHA allow an additional page for FOIA statements/confidential information.

A18: The Letter of Interest is limited to one (1) page only. Consultants should provide the following information, as requested in the solicitation: the Consultant has the financial capacity to provide the services requested; has measures in place to protect the State against errors and omissions; and provide the names, contact numbers and email addresses of the Primary Liaison, Disadvantaged Business Enterprise (DBE) Consultant Liaison Officer for Minority Affairs, and your firm's contact person for this procurement process. The Primary Liaison, DBE Liaison Officer, and the firm's procurement contact may be the same or different individuals.

MDOT SHA will accept a separate letter with the EOI submission that includes “portions of its Offer that it considers confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, MD. Code Ann., General Provisions Article, Title 4.”

Q19: Can you confirm that we do not need to include Investment Activities in Iran affidavit with this submittal?

A19: See A9

Q20: Can you confirm that none of the MDOT DBE Forms (A-D) are required to be submitted now at the EOI phase?

A20: See A5

Q21: Can you confirm that we need to include SF 330 Part IIs for our subconsultants?

A21: SF 330 Pat II must be included for the prime consultants only (not the subconsultant).

The required time to submit questions has expired; therefore, no additional questions will be accepted or answered by MDOT SHA.

THE SIGNED ADDENDUM MUST BE INCLUDED IN THE EXPRESSION OF INTEREST IN FRONT OF THE TRANSMITTAL LETTER.

Jada Wright

September 8, 2022

Jada J. Wright, Director,
Office of Procurement and
Contract Management

Date

Acknowledgement of Receipt of Addendum No. 2 for BCS 2022-10:

(Company)

(Signature-Authorized Official)

Title

Date